



--

Researcher Number

RESEARCHER REGISTRATION FORM

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: (____) _____

INSTITUTIONAL AFFILIATION/POSITION: _____
(If student, please note school)
Facility: _____ Driver's License: _____

PURPOSE OF RESEARCH (Check one or more):

<input type="checkbox"/> Business/Legal <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Student/Professor	<input type="checkbox"/> Genealogy/Family Interest <input type="checkbox"/> Photographs <input type="checkbox"/> Personal Interest	<input type="checkbox"/> Government <input type="checkbox"/> Media/Publication <input type="checkbox"/> Vital Statistic
---	--	---

Other:

[illegible]

DELAWARE PUBLIC ARCHIVES
REGULATIONS FOR USE OF ARCHIVAL HOLDINGS

1. All parcels, briefcases, purses, etc. must be placed in lockers or designated areas before patrons use facilities. Please limit cellular phone conversations to the lobby area.
2. Notes must be taken with pencil. Ink, fountain pens, ball point pens, etc., may not be used.
3. The research room computers are available for approved research purposes. The computers are not for general use. The electronic resources currently available on the DPA public machines are Ancestry.com, the Delaware Library Catalog, and a selected listing of related approved sites. All non state provided removable media, for example, thumb/flash drives, CD ROMs, DVD's, etc. are prohibited.
4. No smoking is permitted in the building. No food or drinks are permitted in the Mabel Lloyd Ridgely Research Room.
5. Care must be exercised not to exert any pressure on records, such as by resting an arm on a document or page or by writing notes on paper or cards placed on top of any record.
6. Papers are generally in chronological or some other established order. If each item in a folder is turned like a page, the existing order in the folder will be preserved. Please notify a staff member if any papers are apparently misfiled.
7. Please note the current hours of our research room. For security reasons, all records serviced and requests for copies must be returned to staff no later than 15 minutes before closing.
8. Archives materials and books do not circulate, and no materials may be removed from the Archives.
9. All responsibility for infringement of legal authorship rights is assumed by the user of the materials.
10. INTENT TO PUBLISH ANY ARCHIVES MATERIAL IN ITS ENTIRETY OR A SUBSTANTIAL PORTION THEREOF SHOULD BE REQUESTED IN WRITING PRIOR TO PUBLICATION.

Your signature below will be regarded as an agreement to observe these regulations and to acknowledge in all publications or theses the sources of all manuscripts or other records found in the Archives and used in said publication or theses. The official identification of this agency is "Delaware Public Archives".

(Signature of Researcher)

(Date)

20-03/02/03/03